

DEPLOYMENT CHECKLIST FOR SPOUSES

Write down answers and keep handy.

General

| Yes | No | N/A | |
|-----|----|-----|---|
| | | | Do I know sponsor's unit? Unit: Address: Phone: |
| | | | Do I know how to contact the rear detachment? Do I know the name of the rear detachment commander and 1SG? Name, RD Cdr: Name, RD 1SG: Phone: Phone: |
| | | | Do I know the phone number and location of the Family Assistance Center? Address: Phone: Do I know the name and phone number, email of the FRG leader? Name: Phone: email: |
| | | | Do I have my Point-of-Contact's name, phone number and email? Name: Phone: Email: |
| | | | Do I know how to reach my spouse's deployment location by mail or phone (if available)? Address: |
| | | | Do I have an Army Knowledge Online Account (AKO) for email? |
| | | | Do I have copies of PCS Orders (important if you're stationed overseas) that send our family overseas? |
| | | | Do I have all the correct addresses, phone numbers for all immediate family members of both spouses? |
| | | | Are my emergency phone numbers posted next to the phone? |
| | | | Do I have emergency phone numbers in my purse and car? |
| | | | Do I know where all the on-post facilities/services are located? Do I have a map? |
| | | | Do I know when and where FRG meetings are being held? Day: Location: |
| | | | Do I know where to get help interpreting languages I do not speak? |
| | | | Have I contacted a friend who will be there for help in case I get sick or need help? |
| | | | Do I know at least one other spouse in my FRG? Name: Phone: |
| | | | Do I have a copy of the Emergency Data Card? |

Medical

| Yes | No | N/A | |
|-----|----|-----|---|
| | | | Are immunizations up-to-date for all family members? |
| | | | Do I know where the immunization records are? |
| | | | Do I know where all the health and dental records are? |
| | | | Do I know how to contact the right medical assistance, if needed? |
| | | | Do I know where off-post medical facilities are? Address: |
| | | | Do I have at least one reliable babysitter for emergencies? Do I have their cell phone, work or home phone numbers? Name: Name: Phone: Phone: |
| | | | Are my children registered with the Child Development Center? |
| | | | Do I know all medications/allergies/prescriptions for my children? |
| | | | Do I have phone numbers for dental or medical services? Do I have emergency phone numbers? Phone dental: Phone medical: |
| | | | Do I know where to go to or whom to call if I have questions about TRICARE? Location: Phone: |
| | | | Do I know where my pet's health and vaccination records are? |

Finance

| Yes | No | N/A | |
|-----|----|-----|--|
| | | | Do I have money immediately available on a continuing basis during my spouse's deployment? |
| | | | Allotment? Direct deposit? |
| | | | Will the allotment or direct deposit be enough to pay for all bills and to buy all necessities? |
| | | | Do I know the account numbers, names, addresses and phone numbers of banks in which we have accounts? |
| | | | Acct #: Acct#: Bank: Bank: |
| | | | Do I know the types of accounts we have? |
| | | | Do I know the location of our bank documents? |
| | | | Are accounts in both names? |
| | | | Do I have a copy of my spouse's current LES? |
| | | | Do I have a Power of Attorney to get my spouse's LES? Do I know how to get the LES online? Do I have the password? |
| | | | Do I know how to read a LES? |
| | | | Do I know if we own any savings bonds, mutual funds, stocks, or securities? Do I know how to gain access? |
| | | | Do I know how to use the ATM card, checkbook, credit or debit cards? Do I know how to balance the checkbook? |
| | | | Do I know how to report lost or stolen credit cards and how to request replacements? |
| | | | Card: Phone: Card: Phone: |
| | | | Have we made sure that I can make deposits or withdrawals with one signature only instead of both? |
| | | | Do I have a list of all our automatic deposits and withdrawals, including insurances, loans, bills, paycheck, etc.? |
| | | | Do I know my bills and where and when to pay for the following: House/Rent: Telephone/Cell Phone: Online service: TV/Cable: Water: Electricity/Gas: Trash Collection: Insurances (auto, life, rental, etc.): Credit cards: Car: Debt: |
| | | | Do I know the rear detachment commander or ISG in case I need to make pay inquiries at Finance, make administrative changes to my local mailing address, or start/stop entitlement to BAQ? |
| | | | RD Cdr: RD ISG: |

Automobile

| Yes | No | N/A | |
|-----|----|-----|--|
| | | | Do I need to get a driver's license? Do I know the procedure? |
| | | | When does my driver's license expire? Date: |
| | | | Do I know how to renew it? |
| | | | Do I know how to drive our car? |
| | | | Do I have the name and address of the company holding a lien on the car? |
| | | | Is the car registered and inspected for the duration of the deployment? If not, do I know how to get the car inspected and registered? |
| | | | Date of Expiration: |
| | | | Do I have: Title of Car? Registration? Car insurance? Expiration of insurance/Renewal: Am I insured to drive? |
| | | | Do I know where to get the car repaired? |
| | | | Do I know where snow tires for our car are located? |
| | | | Can I make emergency repairs, like change tire, dead battery? |
| | | | Do I know if we have a road service policy? |
| | | | Name: Phone: |
| | | | Do I know how to check fluid levels? |
| | | | Are there any warranties on the car, like tire or battery warranties? |

| | | | |
|--|--|--|--|
| | | | Do I have those documents? |
| | | | Do I have all the car keys? |
| | | | Do I have the garage key? |
| | | | I don't have a car or I do not wish to drive: |
| | | | Have I made arrangements for rides? Name: Phone: |
| | | | Do I know what alternate transportation is available (bus, car pools, taxi)? Do I have bus schedules? |

Housing: Economy

| Yes | No | N/A | |
|-----|----|-----|--|
| | | | Do I know how to contact my landlord? Name: Phone: Do I know where rental or mortgage papers are? |
| | | | Do I know the location and use of the following: Electrical control box (fuse/circuit breakers) and how to replace fuses, if necessary? Water control valves? Gas control valves? |
| | | | Do I know the name and phone number of an electrician, plumber, air condition repair etc. to help when repairs are needed? Name: Phone: |
| | | | Do I have a duplicate set of keys for the house, garage, storage shed, and personal safe? |
| | | | Do I know local emergency numbers? Are they posted near the phone? Fire: Police: Ambulance: |
| | | | Do I know where all the fire extinguishers are in the house? Do I know how to use a fire extinguisher? |
| | | | Do I know where the homeowners or rental policy is? |

Housing: Government

| Yes | No | N/A | |
|-----|----|-----|---|
| | | | Do I know the emergency repair phone numbers for the Housing Office? Phone: |
| | | | Do I know when and where the "Self-Help" classes are offered and where the Self-Help store is located? |
| | | | Do I know who my stairwell/building coordinator is and how to contact him/her? Name: Apt#: Phone: |
| | | | Do I have a set of keys for the quarters, garage, storage shed, and personal safe? |
| | | | Do I know local emergency numbers? Are they posted near the phone? Fire: Police: Ambulance: |
| | | | Do I know where all the fire extinguishers are in the house? Do I know how to use a fire extinguisher? |
| | | | Do I know "lock-out" procedures? |
| | | | If we are on the list to get government housing, has my sponsor provided the Housing Office with a telephone number so they can contact me in case quarters become available? |
| | | | Do I need a Special Power of Attorney to sign for quarters and/or clear quarters, while sponsor is away? |

Legal/Administrative

| Yes | No | N/A | |
|-----|----|-----|---|
| | | | Are all family member's ID cards up-to-date and valid until sponsor returns? |
| | | | Do I know where and how to renew ID cards? |
| | | | Do I know where my Power of Attorney is kept? Does it need to be updated? |
| | | | Do I need a Special Power of Attorney for: Medical needs of stepchildren? School or other activities for stepchildren? Shipping or receiving the car? Shipping or receiving household goods? Signing for or clearing quarters? Bank accounts? |
| | | | Do I know where the following important documents are kept: Social security numbers of all family members? Passports? Need updating? Federal and state records? |

| | | |
|--|--|---|
| | | <p>Wills for both spouses? Need updating?</p> <p>Marriage certificate?</p> <p>Divorce papers?</p> <p>Birth certificates?</p> <p>Rental or lease papers?</p> <p>Deeds or mortgage papers?</p> <p>Copies of sponsor's orders?</p> <p>School registration papers?</p> <p>Shipping documents or household goods inventory?</p> <p>Court orders for support and legal custody of legal dependents?</p> <p>Copy of your most recent allotment?</p> <p>Naturalization papers and "Green Card"?</p> <p>Adoption papers?</p> <p>Insurance policies? Need updating?</p> |
| | | <p>Do I know the name, address, and phone number of our attorney, legal advisor, or military attorney?</p> <p>Name: _____ Phone: _____</p> <p>Address: _____</p> |